

# The University of Hong Kong

## Faculty of Law

### Guidance Notes on Exchange 2025-2026 (and beyond)

(Subject to the prevailing exchange policies of HKU and the partner universities from time to time)

This Guidance Notes contain information you need to know about exchange. If you need any further guidance, please contact the Exchange Team ([lawexchange@hku.hk](mailto:lawexchange@hku.hk)).

#### TABLE OF CONTENTS

<b><i>A. Introduction Of The Exchange Programme .....</i></b>	<b><i>3</i></b>
1. Why Spend Some Of your LLB Study Time In Another Jurisdiction? .....	3
2. Responsibilities Of Exchange Students .....	3
3. Plagiarism .....	3
4. Two Exchange Programmes .....	3
5. If You Go Through Either Exchange Programme .....	3
6. Grades Earned On Exchange Do Not Count Towards Your CGPA .....	3
7. Major Differences Between Two Exchanges Programmes .....	4
8. Visiting Student Scheme (VSS) .....	5
<b><i>B. Application .....</i></b>	<b><i>8</i></b>
9. Documents Required .....	8
10. The Faculty Of Law Application Form.....	8
11. How to Choose/ Rank Host Universities .....	8
12. Accepting An Offer .....	9
13. Declining An Offer .....	9
14. Important Dates .....	9
<b><i>C. Transferability of Courses .....</i></b>	<b><i>11</i></b>
15. Summary Of Courses That Can Be Transferred .....	11
16. No Course Pre-requisite Requirement On Exchange Study .....	11
17. True Law Elective Rule .....	11
18. Transfer Of Electives And LLB Compulsory Courses That Are NOT PCLL Pre-requisites ...	11
19. Transfer Of PCLL Pre-requisites .....	12
20. Transfer Of Non-law Equivalent Subjects .....	12
21. Procedure For Finding Out Whether A PCLL Pre-requisite Has Been Approved by HKU Teachers And PCLL Conversion Examination Board .....	13

22.	Policy With Respect To Pass / Fail Courses .....	14
<i>D. Planning For Exchange (How will Credits Be Transferred) .....</i>		<i>15</i>
23.	General.....	15
24.	Number of Credits Transferred To Your HKU Degree .....	15
25.	No Overloading Or Underloading At Host University is permitted .....	15
26.	Reordering Of Courses.....	15
27.	If You Plan To Defer .....	16
28.	Reminders On Course Selection At Host University .....	16

## **A. INTRODUCTION OF THE EXCHANGE PROGRAMME**

### **1. Why Spend Some Of your LLB Study Time In Another Jurisdiction?**

- Personal Growth & Enrichment
- Academic Variety & Excellence

### **2. Responsibilities Of Exchange Students**

#### **At HKU**

- Punctual compliance with all exchange procedures.
- Be courteous when making inquiries – after making reasonable efforts to find information yourself.
- Prompt submission of documents, including EXCHANGE REPORT.

#### **While on Exchange**

- You are guests in your host's "home" and HKU Faculty of Law ambassadors. Make us proud!
- Be courteous, and considerate of host institution staff and fellow students at all times.
- Stay in touch with host administration and advisers, reply promptly to inquiries/requests for information etc.
- Observe all academic rules (e.g. class attendance, reading and writing requirements, no plagiarism).
- ARRIVE on time as required by Host.
- LEAVE only after all assessments/exams have been completed. DON'T arrange internships that start before your return!

### **3. Plagiarism**

- Acknowledging sources of your ideas and words is the basic minimum of academic honesty.
- Make sure you are familiar with the [plagiarism rules at HKU](#) and that at the host university.
- Plagiarism on exchange may result in:
  - Failure of the course (with the need to make up courses at HKU).
  - The inclusion of the plagiarism offence in your HKU record.

### **4. Two Exchange Programmes**

You may choose to go for an exchange under **either** programme below:

- Faculty-based Exchange Programme- by the Faculty of Law  
<https://www.law.hku.hk/current-students/outgoing-exchange-programme-introduction/#>
- HKU Worldwide Undergraduate Student Exchange Programme ("HKUWW")- by International Affairs Office ("IAO")  
<https://intlaffairs.hku.hk/hku-worldwide-student-exchange>

### **5. If You Go Through Either Exchange Programme**

- IAO or the Faculty does the initial liaison with the host school **although** you have to fill out & send the formal application yourself – and apply for courses, accommodation etc as advised.
- You only have to pay HKU tuition fees.
- With prior agreement of Faculty of Law exchange team, credits transfer is virtually guaranteed.
- You may receive limited financial and other assistance from HKU and some law scholarships.

### **6. Grades Earned On Exchange Do Not Count Towards Your CGPA**

- If you want to improve your CGPA for whatever reason, you need to think very carefully about your exchange options and courses. No grades earned on exchange will count towards your CGPA for your HKU degree.
- You will have a transcript from the host institutions showing your exchange results for the PCLL admission and future employment. If you do well, this could help you.
- Exceptionally high grades during exchange may assist a student who is totally borderline for a class of honours – but this is so rare, you should not consider it.

## 7. Major Differences Between Two Exchanges Programmes

	Faculty-based Exchange Programme	HKUWW
Which one to join?	<ul style="list-style-type: none"> <li>• Join the Faculty-based Exchange Programme if you want to study law subjects on exchange.</li> <li>• The Law Faculty has law specific agreements with some law faculties.</li> </ul>	<ul style="list-style-type: none"> <li>• Join HKUWW if:               <ol style="list-style-type: none"> <li>i) You wish to go on exchange to an IAO partner; <b>and/or</b></li> <li>ii) You will go on exchange during the first three years of an integrated degree programme.</li> </ol> </li> </ul>
Law course credit(s) transfer (See Part B)	Mostly law courses	<ul style="list-style-type: none"> <li>• Some institutions do not offer law subjects to exchange students. If you wish to study law subjects under the HKUWW, <b>you need to check with IAO and the host carefully.</b></li> <li>• HKU has university wide agreements with some institutions. Some of those include formal and informal quotas for students who wish to study law. If the host institutions are under both Faculty-based and HKUWW Exchange Programmes, you will normally be allowed to take law courses under the Faculty-based Exchange Programme only*. In other words, <b>you may not be able to take any law course under HKUWW.</b></li> <li>• Law Faculty and IAO work together to maximise the exchange opportunities for HKU law students. We highly encourage students who wish to study law on exchange to apply to Faculty scheme only.</li> </ul>
Qualification	<ul style="list-style-type: none"> <li>• Students with a CGPA of 3.3 or above have a relatively higher chance of getting a placement in the programme but students marginally</li> </ul>	<ul style="list-style-type: none"> <li>• Students with a CGPA of 3.0 or above have a relatively higher chance of getting a placement in the programme</li> </ul>

	<p>miss the requirement will also be considered.</p> <ul style="list-style-type: none"> <li>Integrated degree students: you may apply on the basis of your overall CGPA – and that is important – but, since you are going as law students to study law, law grades matter too! Both will be considered.</li> <li>Note: Each cohort will be ranked separately ... then choices will be made with the object of achieving a fair distribution between the different programmes.</li> </ul>	<ul style="list-style-type: none"> <li>have at least a TOEFL (iBT) score of 80 or an IELTS (Academic) overall score of 6.5</li> </ul>
Scholarship(s)	<ol style="list-style-type: none"> <li>1. HKU Worldwide Undergraduate Student Exchange Scholarships (<a href="https://intlaffairs.hku.hk/scholarships">https://intlaffairs.hku.hk/scholarships</a>)</li> <li>2. HSBC Scholarship (<a href="https://scholar.aas.hku.hk/?action=showonesscheme&amp;ss_id=139">https://scholar.aas.hku.hk/?action=showonesscheme&amp;ss_id=139</a>)</li> <li>3. 1972 Law Graduate Scholarship (for Faculty-based Exchange only) AND Holman Fenwick &amp; Willan Exchange Scholarship (for Faculty-based Programme) (<a href="https://www.law.hku.hk/current-students/outgoing-exchange-programme-scholarships-for-law-students/">https://www.law.hku.hk/current-students/outgoing-exchange-programme-scholarships-for-law-students/</a>)</li> </ol>	

**\*Note:**

If the host institutions are under both Faculty-based Exchange Programme and HKUWW, you may apply the institutions under both Programmes, but **only one final offer will be given** if you are shortlisted. If you have any preference for the list of institutions for both Faculty-based exchange programme and HKUWW, please indicate to us during your application for the Faculty-based Exchange Programme. The final offer will be determined by both IAO and the Faculty.

## 8. Visiting Student Scheme (VSS)

- This Scheme provides an opportunity for students to spend a year studying law at top rank schools that do not have exchange schemes with the Faculty.
- Every year, at most only 10 students (among all applicants regardless of your cohort) will be selected for VSS.
- We have visiting student arrangements (subject to change) with:**
  - Hertford College, Oxford (1-2 full year students)
  - Gonville and Caius College, Cambridge (1 full year student)
- Selected students may also apply for other Oxford or Cambridge colleges or other top-tier institutions.
- Regardless of which institutions you apply, only students selected for the VSS may have their credits transferred or accepted for their HKU degrees.** NOT selected students may still choose to take a gap year and study at any institution of their choice, but credit transferred is **not** permitted. **You should seek prior approval from the Exchange Director before submitting your application to the host** and please contact the Exchange Team **in advance**.

## Eligibility

- Current LLB and Integrated Degree students ranking within the top 10% of their respective cohorts at the close of applications.

## Fees

- Visiting students must pay overseas fees of the host institution. According to the internet (2023-2024)
  - Hertford: £38, 717 (Full year)
  - Caius: £25,734 (Tuition Fee); and £ 12,265 (College Fee)
- If eligible, apply for the HSBC Scholarship. Otherwise, we will try to secure some scholarship assistance but at present, students must be prepared to self-finance.

## Application Procedures

- Students intending to participate in the VSS should apply by filling in the standard exchange application form (see Point 10).
- You will be asked to indicate whether you wish to apply for Hertford College or Caius College – or other choice(s) (you can indicate more than one choice).
- **If you wish to go to other institutions, you should apply according to their respective timetables.** Hertford and Caius College applications are handled by IAO and the Faculty respectively.

## Methods of Study (subject to change)

### Oxford

- Oxford colleges have great autonomy. Hertford can offer law, literature and some PP / courses.
- Visiting students at Oxbridge enjoy the same library access and one on one/ one on two tutorial systems available to full time students.
- Oxford students typically take 8 tutorials per subject, 12 tutorials per term. At Hertford College this has translated to one 8 tutorial and one 4 tutorial subject per term, making 6 courses in all.

### Cambridge

- Studying non-law subjects may be difficult.
- At Caius College, students study 5 full year subjects per year. This is particularly suited to LLB students who will get an exceptional, in depth understanding of the courses with reduced examination pressure – although Cambridge does have examinations. You will learn to think, analyse and critique at a new level.
- In addition to lectures and seminars, there are the supervisions<sup>1</sup> in Caius College. Supervisions are one-on-one or very small group teaching sessions with fellows in the college. Caius has many fellows so one on one is common. Your personal Director of Studies will meet with you regularly and help you organize your supervisions.

---

<sup>1</sup> “Typically students have between one and four supervisions a week, each lasting an hour. What happens in a supervision varies from course to course, but usually students are expected to write an essay or work through some problems in advance. This work is then discussed in detail with the supervisor. Designed to help you develop the skills to learn independently, supervisions are a fantastic opportunity to explore course material in greater depth and clarify areas of uncertainty. They can also be tailored to your own interests and needs.” (Expect 10 supervisions per subject)

Note: The Faculty does NOT have an agreement with **St Catherine College, Oxford** but many HKU students in the past would apply themselves to go there under VSS. Thus, we have gathered some information about St Catherine's College:

- 2025-26 Fees: £15,062 (One term); £30,123 (Two term); and £45,185 (Full year)
- Number of courses: At St Catherine's College, the preference is now for 8 tutorials for all subjects, with some subjects having written work for only 4 of those tutorials. Any LLB compulsory or PCLL prerequisite courses must be 8 tutorial courses.

## **B. APPLICATION**

### **9. Documents Required**

- A completed online application form.
- Your C.V.
- A personal statement under 200 words explaining why you have chosen the particular university(ies) on your list.
- IELTS test results<sup>2</sup> may be required for visas application and by host universities<sup>3</sup> but is NOT required for the application at HKU.
- References are NOT required or encouraged. However, you may use a reference to explain something otherwise problematic for you.
- Students who intend to defer are required to submit their study plan together with the exchange application.

### **10. The Faculty Of Law Application Form**

- Choose up to 5 options, ranked according to your preference from Law Faculty partners on the list.
- If you apply for both HKUWW and Faculty-based exchange programme, please indicate your combined choices of institutions on the same application form.
- You can choose to go to:
  - one partner for one semester
  - one partner for a full year if host school permits
- Use the same form to apply for the VSS.
- For **Australian and NZ universities**, please note that the study period can be divided into:
  - a. February to June (i.e. 1<sup>st</sup> semester);
  - b. July to November (i.e. 2<sup>nd</sup> semester); and
  - c. February to November (i.e. the whole year).E.g. If you wish to apply for Auckland 2<sup>nd</sup> semester (July to November), please select 1<sup>st</sup> semester on the application form.

### **11. How to Choose/ Rank Host Universities**

- Research the partner universities fully yourself first.
- Be realistic & flexible and check the CGPA cut-off of students going to the institutions carefully.
- Look for subjects and professors that interest you.
- Exchange should not be about doing substitute core courses.
- **Only put down places you are definitely willing to go.** If you are willing to go to a range of partners, indicate this in your choices. Tell us you are willing to go to Canada, US, Australia, NZ by including these schools in your options.
- If you are given an offer for a host on your list, you are expected to accept that offer, even if it is the 5<sup>th</sup> choice on your list. In other words, if there really are only 2 partners you are willing to consider, listing only those 2 partners is the sensible choice.

---

<sup>2</sup> Some universities require TOFEL results. More information will be available after you are given offer in February.

<sup>3</sup> Application of PCLL also requires IELTS test results. Time carefully and you may be able to make one test work for all.



- If you take “Not willing to negotiate” on the application form, you will NOT be offered other places if the places on your list are full or simply inappropriate. You will NOT be given any advantage in allocation.

## 12. Accepting An Offer

- You will receive an offer email from the Exchange Team on the date of the release of offer result. More details will be available there including the documents required, the payment of deposit or the stipulated deadlines. Please read the email carefully.
- Complete your study plan<sup>4</sup> at least 2-3 weeks before the host institution’s course enrolment deadline so that the Exchange Team can review and approve your plan and facilitate your credit transfer application.
- Obtain Leave of Absence from the Dean through the Exchange Team ([Application Form](#)).

## 13. Declining An Offer

- If you decline an offer for a host on your list, you will probably not get another offer, and will NOT be eligible to apply for the 2<sup>nd</sup> round exchange programme in the same year.
- Any student who withdraws AFTER accepting an offer will forfeit their deposit unless:
  - The Director of Exchange is satisfied that the reason for withdrawal is valid and beyond the student’s foreseeable control; and
  - As soon as reasonably practicable.

**Note:** taking up employment or a concern about grades are both foreseeable!

- Students who are willing to negotiate may receive an offer for a partner not on their list.
- The Exchange Team works extremely hard and with great care to ensure the fairest possible allocation of places amongst many eligible students. Inevitably, a significant number will not be able to achieve their 1<sup>st</sup> or 2<sup>nd</sup> choice. Some will be offered their 5<sup>th</sup> choice.
- The Exchange Team’s decision on the allocation is **final**. No request for reallocation will be entertained.
- Students may withdraw an application at any time **before accepting an offer**.

## 14. Important Dates

### For Faculty Exchange Programme

Time	Particulars
25 Nov (Mon) at 15:00	Online application system will be open for Semester 1, 2 and full year exchange
2 Jan (Tue) at 23:59	Deadline for online application
16 Jan (Thu) at 09:00 (tentatively)	<ul style="list-style-type: none"> <li>• Re-opening of online application system</li> <li>• New application will not be accepted</li> <li>• NOT applicable to self-funded VSS applicants</li> </ul>
17 Jan (Fri) at 09:00	Deadline to submit your final exchange options
Mid of Jan (tentatively)	Interview for self-funded VSS applicants
7 Feb (Fri) (tentatively)	Release of allocation results
14 Feb (Fri) (tentatively)	Deadline for acceptance and deposit payment

<sup>4</sup> The study plan form can be downloaded in the following website: <https://www.law.hku.hk/current-students/outgoing-exchange-programme-application-forms/>.

To be confirmed	Application for 2 <sup>nd</sup> round exchange (subject to availability of places left from the 1 <sup>st</sup> round)
To be confirmed	<ul style="list-style-type: none"> <li>• Application deadline for 2<sup>nd</sup> round exchange</li> <li>• Note that students who are given an offer in February will not normally be eligible for the 2<sup>nd</sup> round</li> </ul>

**For HKU Worldwide Exchange Programme:**

- **Mid of December 2024 (normally)** - application Deadline  
(please refer to <https://intlaffairs.hku.hk/hku-worldwide-student-exchange> )

## **C. TRANSFERABILITY OF COURSES**

### **15. Summary Of Courses That Can Be Transferred**

(i) Electives and LLB Compulsory Courses that are NOT PCLL pre-requisites	(ii) PCLL pre-requisites	(iii) Non-law equivalent subjects
<ul style="list-style-type: none"> <li>• Transferrable with the Exchange Team's prior approval</li> <li>• Taking electives not available in HKU Law Faculty is generally encouraged.</li> <li>• See Point 18 for more details.</li> </ul>	<ul style="list-style-type: none"> <li>• Transferrable with the Exchange Team and PCLL Conversion Examination Board's prior approval</li> <li>• HKU students are NOT permitted to take conversion examinations for any reason.</li> <li>• See Point 19 for more details.</li> </ul>	<ul style="list-style-type: none"> <li>• Transferrable with prior approvals of the Exchange Team of the Faculty of Law upon recommendation of the respective HKU departments.</li> <li>• See Point 20 for more details.</li> </ul>

### **16. No Course Pre-requisite Requirement On Exchange Study**

- Some courses in HKU require pre-requisites. Yet, there is **NO** such restriction if you study the courses on exchange.
- For example, although Commercial Law is the pre-requisite of Business Associations in HKU, you may study BA on exchange and transfer credits back to HKU even though you have not enrolled in Commercial Law before.

### **17. True Law Elective Rule**

#### **Faculty-based Exchange Programme**

- Students going exchange under this Programme must take at least **one approved true law elective per semester, which is equivalent to at least 6 HKU law credits (or one full-year course for a full-year exchange)**, that is, NOT a required course for the LLB or the PCLL and not a non-law elective. (e.g. for three semester schools that means three electives!)
- Compulsory introductory courses on the host jurisdiction's legal system do NOT count.
- You are encouraged to take law elective courses not offered at HKU. There is no need to look for equivalents of HKU electives. Part of the point of exchange is to study abroad what you cannot study here.

#### **HKUWW**

- Students who go on **HKUWW** must also comply with the True Law Elective Rule.
- If the host universities do not allow you to take ANY law electives, you should take **at least one non-law elective**, which is, NOT a core course or required course.

### **18. Transfer Of Electives And LLB Compulsory Courses That Are NOT PCLL Pre-requisites**

- All law electives are generally accepted given that you have not taken similar courses at HKU before but prior approval from the Exchange Team is required.

- For compulsory core courses that are not PCLL pre-requisites (e.g. Admin Law or Legal Theory), you may check the list of approved/ disapproved courses (will be updated regularly) (See: <https://www.law.hku.hk/current-students/outgoing-exchange-programme-introduction/#>)
- If the course is **NOT** on the list at all you may be the first to ask:
  - First, send an email to ask for permission from the relevant HKU course teachers. The email should include the course descriptions.
  - Forward the teacher's opinion to the Exchange Team ([lawexchange@hku.hk](mailto:lawexchange@hku.hk)) together with your application.
  - The Exchange Team will consider the course upon reviewing the teacher's opinion.
- If you wish to use an elective that you study on exchange to fulfill the specialization requirements of HKU, you should obtain approval from the relevant HKU course teacher and the Assistant Dean (Undergraduate and Taught Postgraduate Programmes) of the Faculty of Law via the Exchange Team ([lawexchange@hku.hk](mailto:lawexchange@hku.hk)). Each application is considered on a case-by-case basis.
  - **Chinese Law:** PRC courses but courses in other schools will be considered.
  - **Commercial, Corporate and Financial Law AND International Trade and Economic Law:** both common law and civil law courses may be accepted. Name or content need not match any HKU course.

## 19. Transfer Of PCLL Pre-requisites

- You are going to practise law, if at all, in HK. **It makes sense to study most of your HK PCLL prerequisites at HKU.**
- To be eligible for admission to the PCLL, you must at least have completed a Bachelor of Laws (LL.B.) in Hong Kong and have to demonstrate competence in the following PCLL pre-requisites:
  - **Nine Core subjects:** Contract, Tort, Constitutional Law, Criminal Law, Land Law, Equity, Business Associations, Commercial Law and Evidence; and
  - **Three 'Top-up' subjects:** Hong Kong Constitutional Law, Hong Kong Legal System and Hong Kong Land Law III (for PCLL only).
- HKU students:
  - **MUST** take the three top up subjects at HKU.
  - May take the core subjects at HKU or, **with the express prior approvals of the PCLL Conversion Examinations Board and relevant HKU course teacher**, at a host university while on exchange or participating in the VSS.
  - Are NOT permitted to take conversion examinations in any event.
- You should only be taking equivalents PCLL prerequisites on exchange if:
  - The law in the host jurisdiction is substantially the same as in HK;
  - You have an opportunity to learn from an exceptional professor;
  - you do not intend to enter the PCLL but your degree structure makes it essential to take some PCLL prerequisites on exchange;
- To check or obtain approval for the transferability of PCLL pre-requisite, please see Point 21.

## 20. Transfer Of Non-law Equivalent Subjects

- If you intend to take non-law course(s) on exchange for the purpose of satisfying the minor or non-law degree requirements, **you must obtain the recommendation of relevant HKU department concerning transfer of non-law credits.**<sup>5</sup>
- You are required to forward relevant recommendation to us for approval when you submit your exchange study plan.

#### **Students wishing to for a minor:**

- We are happy for you to take a non-law subject(s) at your host university for the purpose of satisfying the HKU minor requirements **BUT**
  - You need to check with the host university. They may not allow law students to take non-law credits under Faculty-based Exchange Programme; and
  - You need to consult the relevant HKU department regarding the transferability of non-law credits – so allow time.

#### **Integrated degree students wishing to fulfill non-law requirements by studying non-law subjects:**

- We are happy for our students to fulfill some of the non-law degree requirements at partner universities IF partner universities are willing to offer AND relevant HKU departments approve the courses for credit transfer. But consider:
  - Summer courses for non-law subjects if possible;
  - Our partners are selected for their excellence in law, not necessarily business/ public administration, politics or arts;
  - In US and Canada, 14-15 law credits and 1 non-law subject may be a good option.
  - PRC business courses are also an option.

### **21. Procedure For Finding Out Whether A PCLL Pre-requisite Has Been Approved by HKU Teachers And PCLL Conversion Examination Board**

- Some students previously went to exchange have asked the course teachers at HKU and PCLL Conversion Examination Board about the transferability of certain PCLL pre-requisites. We have gathered the results of the enquiries of all HKU students in the list of already approved/disapproved courses (will be updated regularly)  
(See: <https://www.law.hku.hk/current-students/outgoing-exchange-programme-introduction/#>)
- If the course is **NOT** on the list at all you may be the first to ask:
  - First, send an email to ask for permission from the relevant HKU course teachers. The email should include the course descriptions.
  - Forward the teacher's opinion to the Exchange Team ([lawexchange@hku.hk](mailto:lawexchange@hku.hk)) together with your application.
  - Then, apply to the Conversion Examination Board yourself by submitting the application form and paying the application fees by the stipulated deadline (More details can be found on their website: <https://www.pcea.com.hk/download> - Information Package). In the application, you should include as much information about the course content, contact hours, assessments, assigned texts as you can.

---

<sup>5</sup> Standard application form can be downloaded from our exchange website at: <https://www.law.hku.hk/current-students/outgoing-exchange-programme-application-forms/>.

**22. Policy With Respect To Pass / Fail Courses**

- Some courses in our partner universities that are only marked as pass/ fail courses, that is, courses for which letter grades are not available. They may nevertheless be accepted for transfer of credits on a case-by-case basis.
- Include this information in your study plan for the Exchange Team's consideration. We prefer one or two such courses only.

## **D. PLANNING FOR EXCHANGE (HOW WILL CREDITS BE TRANSFERRED)**

### **23. General**

- Going on Exchange does **NOT** require a deferral of your studies.
- With reasonable planning, most students can go on exchange **AND** still graduate with their classmates!

### **24. Number of Credits Transferred To Your HKU Degree**

- Students should study **the standard load** at the host university and transfer a full load of HKU credits upon their return from exchange (except for failed courses).
- This rule applies to the Faculty-based Exchange Programme, HKUWW or VSS.
- A standard load of approved courses at a host university will transfer as 60 HKU credits per year, 30 HKU credits per semester, **irrespective of the number of courses you studied at the host university**. For example, if you only study 4 courses at the host in one semester, you will still be able to transfer 30 HKU credits (equivalent to 5 courses at HKU) to your HKU degree.
- Compulsory courses (law & non-law) will transfer the same number of credits as the equivalent HKU courses, **irrespective of the credit value of that course at the host university**. For example, if the equivalent Equity and Trusts law course at the host is only a semester course (equivalent to 6 credits in HKU), you can still transfer 12 HKU credits for ET to your HKU degree.
- After the credit transfer of compulsory courses (law & non-law), the remaining credits will transfer as free/ discipline elective credits, **irrespective of the number of elective courses taken at the host university**. For example, in a semester exchange where you study 5 courses at the host (a semester ET course and 4 free electives), after the credit transfer of the ET course, you will have  $30 - 12 = 18$  credits left. The remaining 4 electives will be transferred as 18 free/ discipline elective credits only to your HKU degree.
- It does not matter if this means that you have more elective credits in your degree (LLB or Integrated Degree) than you strictly require, provided you do not exceed the stated maximum (288 and 360 respectively).
- This means that, while preserving electives for your exchange and for PCLL prerequisites upon your return is important, it will almost always be possible to fulfil your exchange plans

### **25. No Overloading Or Underloading At Host University is permitted**

- Overloading on exchange is generally NOT permitted. Try to overload at HKU instead.
- If you wish to overload or underload on exchange, you should obtain prior approval from the Assistant Dean (Undergraduate and Taught Postgraduate Programmes) of the Faculty of Law via the Exchange Team. Such an approval will only be granted for a “good reason” in **very exceptional circumstances**, including:
  - Exceptionally strong students for very good reasons;
  - Students who need to take extra credits for a specialization;
  - Strong integrated degree students who take one semester of maximum credits at a North American host or take an additional business or social science course;
  - Students wishing to take additional language courses, especially if not seeking to transfer for credit; or
  - Students seeking to overload by less than a full subject.
- Note: even if permission to overload is granted by HKU, **the final decisions on course admission is always at the host institution’s discretion**.

### **26. Reordering Of Courses**

- Going on exchange may require that courses that would ordinarily be taken in Year 3 to be taken in Year 2 or Year 4; courses taken in Year 4 to be taken in Year 3 or other variations between Years 4 and 5.
- Try to keep as many free/ discipline electives available for exchange as possible.
- Some exchange options may require overloading in earlier years so as to free up time for exchange.
- If you wish to reorder courses, please fill in the [special form](#) for applying for reordering courses.

## 27. If You Plan To Defer

- A decision to defer is more than an exchange decision. You need to seek the permission of the Assistant Dean (Undergraduate and Taught Postgraduate Programmes) of the Faculty of Law or the Programme Directors via the Exchange Team.
- **Deferring students who come back from exchange to take a 5<sup>th</sup> or 6<sup>th</sup> year will only be allowed to take the required subjects they need to finish their degrees.**
- Specifically, deferring students will NOT be permitted to transfer less than a full load of electives from a host institution and take additional electives in the 5<sup>th</sup> or 6<sup>th</sup> year.
- **Students who plan to defer their graduation due to exchange are required to submit their exchange application, together with a study plan for prior approval.** All relevant applications will be considered by the Director of Exchange on a case-by-case basis.
- **As a matter of general policy, students who intend to defer are required to (i) complete as many core courses as possible before their exchange and (ii) provide justifications to explain why they could not graduate on time.** The same policy also applies to students who plan to go on exchange via HKUWW.

## Important

- You can never be sure the host institution will offer the required course(s) you wish to take/ permit exchange students to take the course/ allow you to take the course if the quota is exceeded.
- Relying upon taking required courses on exchange in order to complete your degree on time is always risky.
- It is also risky to rely upon taking required courses on exchange in your final year.
- It is dangerous to count on doing compulsory courses on exchange. Something can easily go wrong and you may have to choose between your exchange and deferring.
- You may have to do an extra 6 credits in one semester – for integrated degree students rather more semesters – in order to fulfil both your exchange and your HKU LLB requirements.

## 28. Reminders On Course Selection At Host University

- For transferability of courses, please see Part C above. This point is about general reminders on course enrolment.
- We do not allow incoming exchange students to do our compulsory courses/ PCLL prerequisites. Our host universities may have the same policy, or have quotas on particular courses, or have priorities for local students etc. This is entirely reasonable and must be respected.
- Some students may plan to approach host institution and ask about course selections. **We encourage you to ask returning students or HKU faculty / admin wherever possible.** If you think necessary to ask the host directly, check carefully before sending inquiries to make sure you



approach the correct people (please avoid sending your inquiries to all staff members who work in the same office). Please do your best to be precise and polite.

- Please note the following courses from different jurisdictions:

Common Law Jurisdictions	Civil Law Jurisdictions
<ul style="list-style-type: none"> <li>• <b>Equity and Trusts:</b> increasingly difficult in USA and Canada (some combinations of courses are accepted but not recommended)</li> <li>• <b>Evidence:</b> compulsory for students in Canada so it is hard to get into; US courses are usually not accepted by Conversion Board</li> <li>• <b>Business Associations/ Commercial Law:</b> there are always missing parts</li> <li>• <b>Administrative Law:</b> often not offered as separate course and / or too much human rights/ constitutional law content</li> </ul>	<p><b>Courses in PRC Universities</b></p> <ul style="list-style-type: none"> <li>• Excellent for Chinese law and Putonghua, possibly Legal Theory</li> <li>• Courses cannot satisfy any of PCLL prerequisites.</li> </ul> <p><b>Courses in European Universities</b></p> <ul style="list-style-type: none"> <li>• Excellent for really interesting law options, a possibility for Legal Theory</li> <li>• Courses cannot satisfy any of PCLL prerequisites.</li> </ul>